

Children Service's Operations



Revised Proposed **Transfer** Protocol

Point of **Transfer**

Revised Points of **Transfer**

Post Point of Transfer

Transfer Protocol

| | |
|---------------------|--|
| Author(s): | Maggie Cassidy, Team Manager Laura Davies, Team Manager Nigel Stock, Practice Manager |
| Date agreed: | March 2017 |
| Date to be reviewed | March 2018 |

1.0 Principles

- 1.1 There should be a smooth transition from one Team to another to minimize the impact on the children and family and prevent drift in case management.
- 1.2 There will be a visible handover for the child and family involved. This will take place at a home visit or at a meeting. There will be a period of joint working if this is needed (For example; if tasks have not been finished, child has a strong attachment to one worker).
- 1.3 Transfer should be coordinated by the Practice/Team Managers involved in one to one discussion.
- 1.4 It is the responsibility of the Transferring Manager to ensure that the case has met the threshold and criteria for transfer.
- 1.5 Until the responsibility of allocated worker is transferred to receiving team, the transferring team has full responsibility for all day to day operational matters in relation to the children and family involved.

2.0 Practicalities

2.1 As soon as the transferring team manager makes the decision that the case needs to be transferred they will:

2.1.2 Send an early alert to the receiving team manager, supported by a discussion – if possible social workers name will be provided so that social workers can talk to each other and arrange convenient transfer point (for e.g. CIN meeting).

2.1.3 Complete a case audit (see Appendix 1).

2.1.4 Handover takes place at agreed handover point (CIN meeting, ICPC, court hearing, LAC review).

2.1.5 Case allocated within 48 hours of handover point.

2.4 The primary purpose of discussion (and completion of Case transfer documents on client database) at the point of transfer is to:

- confirm that the case meets the basic criteria for transfer (threshold, appropriateness of service area).

It is not to

- undertake comprehensive quality assurance case audit.
- If there are outstanding required activities identified during transfer process, these should be addressed after transfer, to an agreed time scale rather than transfer be delayed pending completion

TRANSFER PROTOCOL

TABLE OF RECEIVING and TRANSFERRING MANAGERS

| | | |
|---------------------|---|--|
| | First Point of Contact | |
| Assessment Services | Team Manager who has case responsibility for transferring case. | |

| | | |
|----------------------|--|--|
| | First Point of Contact | |
| Family Support Teams | Family Support Practice/Team Manager for relevant locality area. | |

| | First point of contact | Final discussion |
|---|---|--|
| Court and Permanence and Leaving Care Teams | Practice Manager, Court and Permanence Teams who will identify | Team Manager, C& P or Team Manager 15+ with whom to confirm final arrangements |

TRANSFER PROTOCOL: 1) Assessment Service to Family Support

| | | |
|-----|---|---|
| I | Child in Need | Family Support Team Social Worker to attend Child In Need meeting . Two weeks notice needs to be provided for the CIN meeting. CIN plan is agreed by both workers and written up by Assessment worker. Case will transfer within 48 hours of the CIN meeting. |
| II | Child Protection | CRS and Assessment Service will notify the Family Support Team when an ICPC is scheduled. Family Support Team Social Worker or Manager attends Initial Child Protection Conference . Social Worker is allocated from that point onwards. Outstanding tasks are completed by agreement by outgoing and incoming social worker. |
| III | Children, subject of Legal Planning Meeting, Public Law Outline (PLO) processes instigated. | Social workers from both services to be present. Case transfer should not be delayed by the PLO process (– if ICPC has already been held then case should have already transferred) |
| IV | Unborn babies | If a new referral is received by the Access and Referral Hub and the Practice Manager feels after an analysis of the case history that long term involvement will be required and case does not meet criteria for looked after children service (see below) then the case should be passed to FST for a Child and Family Assessment (C&FA) and the pre birth protocol be implemented. |

TRANS PROTOCOL: 2) Ass Serv to Court and Perm & Leaving Care Teams

| | | |
|-----|---|--|
| I | Care Proceedings except unborn babies | Social worker from Court and Permanence & Leaving Care Teams to attend 1 st ICO hearing. Social Worker from Court and Permanence & Leaving Care Teams to be allocated by the Case Management Hearing . |
| II | Unborn babies where care proceedings at birth are recommended (care plan of removal at birth). | Social Worker from Court and Permanence & Leaving Care Teams to attend LPM, if possible and will attend first Pre Proceedings (PLO) meeting at which point case will be re-allocated. |
| III | Unborn babies, long term. Parents' children currently or recently (within 12mnths) subject to Care Proceedings. | Discussion to be held between PM of Hub, PM of LAC and TM of relevant FST locality re which service would be most suitable to complete C&FA. |
| IV | Sec 20 Accommodated Children | Prior to the first LAC review discussions to be held with PM of LAC and TM of relevant FST Locality re whether case will transfer to FST or LAC. Relevant service to then be invited to the 1 st review. IRO to be involved in discussions re appropriate team. Cases will transfer to the LAC Service when it is agreed there is an unlikely prospect of rehabilitation. |

TRANSFER PROTOCOL: 3) Fam Sup Teams to Court and Perm/Lvng Care

| | | |
|-----|--|--|
| I | Care Proceedings except unborn babies | Social worker from Court and Permanence & Leaving Care Teams to attend 1 st (ICO) hearing. Social Worker from Court and Permanence & Leaving Care Teams to be allocated by the Case Management Hearing . |
| II | Care Proceedings, Unborn babies, care proceedings at birth recommended | Once LPM convened and parents notified of intention to instigate proceedings, Social Worker from Court and Permanence & Leaving Care Teams to attend LPM and Pre Proceedings (PLO) meeting at which point the case will be re-allocated. |
| III | Sec 20 Accommodated Children | Social Worker, Court and Permanence & Leaving Care Teams, will attend and be allocated the case at the 2nd LAC Review unless it is agreed between Independent Reviewing Officer and both managers that there is no realistic prospect of rehabilitation from being Looked After. Social Worker from Court and Permanence & Leaving Care Teams to be allocated at this point. |

TRANSFER PROTOCOL: 4) Ct and Perm & Lvng Care Teams to Fam Sup Teams

| | | |
|---|--|--|
| I | <p>Children returning to care of their parents or extended families following ceasing to be Looked After (Includes: Supervision Order, Child Arrangement Orders SGO's with CIN Plans - Support needs beyond SGO support worker</p> | <p>Family Support Team Social Worker to attend Child In Need meeting. Two weeks notice needs to be provided for the CIN meeting. CiN plan is agreed by both workers and written up by LAC worker. Case will transfer within 48 hours of the CIN meeting.</p> |
|---|--|--|

5.0 *Miscellaneous and Clarification*

5.1 New Referrals

If a new referral is received within 3 months of a case closing it is responsibility of the last involved team to make decisions in respect of that referral.

From other Local Authorities:

CIN –

Child Protection - if a child is subject to a child protection plan in another area and a transfer in conference is requested then it is the responsibility to the relevant FST Locality to allocate the case.

2.0 Section 7 and Section Reports

If a request for a private law court report is received and the case is open or has been closed within the last 12 weeks, it is the responsibility of the last case holding team to complete the report.

If a case is closed and has been for 12 weeks or more then the Assessment Service (or CWD where applicable) will complete Section 7 reports. The Family Support Service (or CWD where appropriate) will complete any Section 37 reports.

If a request is made when a Supervision Order or Family Assistance Order has already been granted the Family Support Service will complete this report.

3.0 Special Guardianship Applications/Reports

If notification of an adults intention to apply for a special guardianship order in respect of a child living in the authority's area, and the child is not known or their case has been closed for more than 12 weeks the Adoption and Permanence Support Team will be responsible for the Special Guardianship Report.

If the child already has a social worker, or the child's case was open less than twelve weeks preparation of the report is the responsibility of the current or most recently allocated team, with the exception of the Assessment Service, in consultation with the Adoption and Permanency Team.

4.0 Unaccompanied Asylum Seeking Children

All Unaccompanied Minors that are brought to the attention of the police or any other voluntary agency within Central Bedfordshire will be referred straight to the Leaving Care Service.

5.0 Relinquished babies

For new referrals of a relinquished baby, the Assessment Service (or CWD team if appropriate) will carry out jointly with the Adoption team a Child and Family Assessment. This assessment should be completed in a timely way to prevent delay (within 20 days). If the assessment concludes that the baby is relinquished, the case should be transferred within 72 hours to the LAC team. The Assessment Service (or CWD team) will contact CAFCASS and make a referral for a Guardian to meet with the birth parents and seek formal informed consent to place the child for

adoption. The LAC Social Worker will then progress the plan for permanency including the referral for permanency planning.

Dispute resolution

If the Team Manager and Practice Manager can not come to an agreement about case transfer then the relevant Heads of Service will be alerted and where possible there will be a face to face discussion with the managers involved and a solution identified.

Audit template

| | |
|---|--|
| Basic details Professional relationships Family relationships NHS/UPN number | |
| Chronology completed and up to date? (look in transfer episode) | |
| Plan (is there a clear role for the | |
| Date next visit required by: | |
| Date of next meeting: | |
| Any outstanding actions: | |